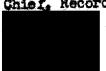
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Chief. Records Management Staff

11 March 1956

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OCR Vital Material Deposits

- 1. Yesterday, 13 March 1956, while at the repository, I noticed numerous stacks of IPI material which had been sent during the past two (2) weeks. These deposits were awaiting processing prior to coding and filing.
- 2. A few examples of deposits which puzzled me were
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 for USSR and Eastern Europe.

 There were only two (2) copies, one dated 13 Feb.

 and the other 6 March 1956.
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 2. Propaganda Report.

 There were only two (2) copies, one dated 8 Feb.
 the other 23 Feb 1956.
 - 3. Department of State Memorandum of Conversation.
 There were five (5) of these, each containing a
 spm number which would indicate that these duplieats filmed documents already deposited as part
 of the Library Microfilm Project.
 - of the IPI they should be covered completely rather than spannedic coverage. In addition to this, there was detected a deplicate copy of a Navy Publication, "U. S. Warships". One had previously been deposited by OCR.

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- mined that the only other were those dated from 17 August through 16 September 1955. These were complete for all daily reports during this period.
- retention period of thirty (30) days was levied by ONE, the only office that requested this publication be deposited. At the present time there is not a retention period for materials or any of the voluminous IPI collection.

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6. An inspection of the OCR Top Secret Intellefexed desument collection, disclosed duplication of NIE and SNIE drafts as well as IAC materials. This duplication results from the fact that ONE is responsible for depositing all NIE, SNIE and IAC materials exclusive of the finished reports.

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- 7. On 15 March I met with Mr. and discussed the above. Mr. stated that he would check into the depositing of memory. He felt that the four copies mentioned may contain specific information and justified depositing.
- 5. The five copies of Department of State Memoranda of Conversation were deposited in error. They were filmed previously and deposited as part of the Library film project. He said he would issue instructions that would preclude the depositing of hard copy of "D" numbered documents in the future.

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present duplication in the depositing of drafts to NIE's, SNIE's and finished IAC materials, of a Top Segret classification, When I informed Mr. that the current deposit schedule of ONE includes the responsibility for depositing these materials, he was agreeable to excepting these from his deposits. I intend to discuss this with Mr. on my next trip to the repository.

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